

STANDARDS BOARD TRIAL PROCEDURES

This document is intended to summarize SigEp's standards board trial procedures. It does not replace the process outlined in the Grand Chapter Bylaws but does simplify the major aspects of a trial. The complete process can be found in Article II, Section 27 of SigEp's [Grand Chapter Bylaws](#).

BEFORE TRIAL



WRITTEN COMPLAINT

- One chapter member submits a written complaint to the chaplain that another member has violated his membership obligations.
- This written complaint triggers a trial.



TRIAL NOTIFICATION

- After receiving the complaint, the chaplain calls a meeting of the standards board to hold a trial.
- The chaplain provides the accused member details of the complaint, and notice of the time and place of the standards board trial. Notice must be provided at least **48 hours** before the trial.
- The chaplain must notify one of the chapter's volunteers that the trial is happening.



TRIAL SETUP

- If the accused member cannot attend the scheduled trial, he must notify the chaplain and can request an alternate time within 72 hours of the initial meeting.
- If the accused member fails to appear for his trial, the standards board is allowed to proceed with the case.



RECORD KEEPING

- The chaplain appoints a member of the standards board to record minutes during the trial, including attendance of standards board members and all statements made during the trial.



ACCUSED STATEMENT

- The standards board determines the order of proceedings. However, the accused member must be given the opportunity to state his position on the alleged violations.
- Neither the accused member nor any witness should be required to make self-incriminating testimony.
- The accused member is not entitled to an attorney. He may represent himself or appoint a member of the chapter in good standing as a representative.



WITNESS STATEMENTS

- The standards board can call in any witnesses to the alleged violations to provide relevant information.
- The accused member can be present for all witness testimony but may not confront them himself.
- Any chapter member who fails to cooperate is subject to discipline from the standards board.



ROLE OF VOLUNTEERS

- A chapter volunteer is allowed to attend the trial in order to uphold bylaws, policies and procedures. He/she does not have a vote or voice in the standards board's decisions.
- The standards board is allowed to ask the volunteer to leave during deliberations and the standards board vote.
- The standards board must review the final decision with the volunteer before delivering it to the accused member.



DELIBERATION

- After all testimony and evidence has been considered, the standards board deliberates alone and decides via a majority vote whether it is more likely than not that a violation has occurred. All members must be present to vote.
- If they believe a violation occurred, the standards board imposes a penalty from the list outlined in the Grand Chapter Bylaws. The chaplain should notify the accused member of the board's decision in person and in writing.



APPEAL

- The accused member cannot appeal any decision of the standards board except expulsion. The Grand Chapter Bylaws outline procedures for expulsion appeals.

AFTER TRIAL